



# JOB ASSISTANCE NOVEMBER 2017



## Assess Your Skills

Do you know what work-related skills you have and how good you are at each?

Knowing your skills can greatly help your job search by:

- Identifying occupations that match your skills.
- Determining a career direction that plays to your strengths.
- Confidently communicate work-related skills on an interview.
- Knowing your worth to an employer.

PRC's Job Assistance program invested in IBM's Kenexa Skills Assessment tool. Kenexa Assess (formerly Prove It!) is commonly used by organizations as a pre-employment testing tool to identify and select talented job candidates.

### Westmont

Thursday, November 9, 10:00 - 11:30  
PRC Computer Training Center

### Wheaton

Tuesday, November 14, 3:00 - 4:30  
PRC Computer Training Center

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 WTN Orientation 2	2	3 SE Orientation 1	4
5	6	7 SE Orientation 2	8	9 Westmont Assess Your Skills 10:00 - 11:30	10	11
12	13	14 Wheaton Assess Your Skills 3:00 - 4:30 WTN Orientation 1	15 WTN Orientation 2	16	17 SE Orientation 1	18
19	20	21 SE Orientation 2	22	23 <i>Happy Thanksgiving</i> PRC Closed		25 PRC Closed
26	27	28 WTN Orientation 1	29 WTN Orientation 2	30		

People's Resource Center  
Online Job Posting &  
Employment Event Board

[www.prctraining.org/jobs/](http://www.prctraining.org/jobs/)  
Temporary Guest Password:  
**9eaaa9**

Would you like to have your resume reviewed or updated?

Are you enrolled in People's Resource Center Job Assistance program?

If no: Call (630)682-5402 x 333 to enroll

If yes: Email [jkimak@peoplesrc.org](mailto:jkimak@peoplesrc.org) and include your name and PRC #.

Need extra help learning email or applying online for jobs?

Attend Open Learning where an Instructor is available to assist you.

Open Learning in the Computer Training Center

**WHEATON** Open Learning Hours

Monday ..... 11:30 am - 1:00 pm

Wednesday ... 11:30 am - 1:00 pm

Friday ..... 11:30 am - 1:00 pm

**WESTMONT** Open Learning Hours

Tuesday ..... 1:00 pm - 3:00 pm

Wednesday ... 8:30 am - 11:30am

Thursday ..... 5:30 pm - 7:30 pm